

# MINUTES OF THE ANNUAL MEETING OF

## Effingham Parish Council

Tuesday 4th May 2021, 8pm.

**This meeting was held during the Coronavirus, COVID-19 pandemic, lockdown period and was held virtually over Zoom. For the purpose of this virtual meeting, the Council recorded the proceedings. Recordings will be deleted in accordance with Effingham Parish Council's Standing Orders.**

**Present:**

Councillors Cornwell, Hackett, Hogger, Moss, Muscat, Palmer, Pindar (Vice Chairman), Roscoe, Symes (Chairman) & Thorne.

**Also in attendance:**

Parish Clerk, Surrey County Councillor Iles &  
1 local government electors

### BUSINESS DONE

<b>092/21</b>	<b>ELECTION</b> of the <u>chairman</u> for the forthcoming year (2021/22): <b>Cllr Symes</b> was proposed by <b>Cllr Pindar</b> , and seconded by <b>Cllr Muscat</b> . All councillors voted in favour of the appointment.
<b>093/21</b>	<b>ELECTION</b> of the <u>vice-chairman</u> for the forthcoming year (2021/22): <b>Cllr Pindar</b> was proposed by <b>Cllr Symes</b> and seconded by <b>Cllr Hackett</b> . All councillors voted in favour of the appointment.
<b>094/21</b>	<b>SIGNING OF</b> the Declaration of Acceptance of Office: It was agreed that the clerk would coordinate the signing of the Declaration of Acceptance of Office book with <b>Cllrs Symes &amp; Pindar</b> . (due to Covid restrictions)
<b>095/21</b>	<b>Apologies For Absence:</b> None.

096/21	<p><b>Cllr Hogger</b> declared an interest as a member of Guildford Borough Council's Planning Committee, and therefore doesn't comment on planning applications.</p> <p><b>Cllr Hackett</b> declared an interest as a director of Roundabout Facilities CIC (RFC); publisher of the Roundabout Effingham Magazine.</p> <p><b>Cllr Muscat</b> declared an interest in planning application 21/P/00534.</p>
097/21	<p><b>The Minutes Of The Previous “Ordinary” Meeting of 30<sup>th</sup> March 2021:</b></p> <p>The minutes were approved &amp; will be duly signed by the Chairman.</p>
<p>098/21</p> <p>098/21a</p> <p>098/21b</p> <p>21/P/00239</p> <p>21/P/00266</p> <p>21/P/00428</p>	<p><b>Matters arising from the Minutes not otherwise on the Agenda:</b></p> <p><b><u>Clerk statement:</u></b> (appendix 5)  Clerk statement on minute 066a/21 from the Parish Council meeting of 30.03.2021.  (decision to suspend standing order 12e from Draft Minutes section)</p> <p>After the clerk made their statement, there was a discussion on how the parish should proceed regarding the decision to suspend standing order 12e. It was agreed that a working group (<b>Cllrs Symes, Pindar, Roscoe &amp; Hackett</b>) would research the clerks concerns and report back at a future parish council meeting. It was further agreed that meeting recordings would be retained until this was concluded.</p> <p><b><u>Planning decisions made between parish council meetings:</u></b></p> <p><b>36 Leewood Way</b>, Effingham Leatherhead. KT24 5JN  Proposed rear ground floor extension, new roof enlargement including a gable end enlargement and rear dormer with Juliet balcony and changes to fenestration following demolition of conservatory.  <b>(decision was no comment)</b></p> <p><b>Lyncombe</b>, Dirtham Lane, Effingham, L/head. KT24 5SD  Proposed single storey, front, side and rear additions following demolition of existing single storey front, side and rear additions.  <b>(decision was no comment)</b></p> <p><b>Howard of Effingham School</b>, Lower Road, Effingham. KT24 5JR  Reserved matters application pursuant to outline permission 14/P/02109 approved on the 21.03.2018, to consider appearance, landscaping, layout and scale in respect of the erection of 99 dwellings.  <b>(decision was to make a statement see appendix 3)</b></p>

<b>21/P/00548</b>	<p>Sorrel, Lower Farm Road, Effingham, Leatherhead. KT24 5JL Single storey rear extension <b>(decision was to make an objection see appendix 3)</b></p> <p style="text-align: center;">=====</p>
<b>098/21c</b>	<p>The decision made by email exchange, to obtain professional planning advice regarding elements of the Berkeley Homes / Howard of Effingham proposed development was ratified. (£600)</p>

## GOVERNANCE

	<p><b>Items relating to governance:</b></p>
<b>099/21</b>	<p>The Annual Governance Statement for 2020/21 was approved. The Chairman and Clerk will sign this document at the earliest opportunity.</p>
<b>100/21</b>	<p>The Accounting Statement for 2020/21 was approved. The Chairman and Clerk will sign this document at the earliest opportunity.</p>
<b>100/21a</b>	<p>The Internal Audit for Year Ended 31<sup>st</sup> March 2021 was received and approved. Actions required from p22, Final Audit – Points Forward will be considered at the next Finance and General Purposes Working Group meeting.</p>
<b>101/21</b>	<p>The Parish Council Risk Assessment Report April 2021(4<sup>th</sup> qtr), prepared by the parish clerk (physical risk), was received and approved.</p>
<b>102/21</b>	<p><b>Cllr Pindar</b> agreed to draft a parish council response to The Ministry for Housing, Communities and Local Government consultation on proposed amendments to the General Permitted Development Order for electronic communications development. (deadline 17.00 Friday 21.05.202)</p>

<b>103/21</b>	<p><b>Items relating to governance:</b></p> <p><b>REVIEW</b> the parish council's:</p> <ol style="list-style-type: none"> <li>1) Standing Orders (29.05.2018)</li> <li>2) Financial Regulations (28.04.2020) &amp;</li> <li>3) Code of Conduct (27.10.2020)</li> </ol> <p>Also <b>REVIEW</b> parish council policies:</p>
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	<ol style="list-style-type: none"> <li>1) Bribery (28.02.2012)</li> <li>2) Acceptance of Gifts and Hospitality (28.02.2012)</li> <li>3) Fraud and Corruption (28.02.2012)</li> <li>4) Whistleblowing (28.02.2012)</li> <li>5) Complaints procedure (30.10.2018)</li> <li>6) Equality (30.10.2018)</li> <li>7) Freedom of Information (30.10.2018)</li> <li>8) Retention and Disposal of Records and Documents (30.10.2018)</li> <li>9) Press and Media (30.10.2018)</li> <li>10) Data Protection and Information Security (30.10.2018)</li> <li>11) Employees' Code of Conduct (26.07.2016)</li> <li>12) Dealings with Members of the Public (25.04.2017)</li> <li>13) Website &amp; Electronic Communication (28.07.2020)</li> <li>14) Co-option (30.06.2020)</li> <li>15) Appointment of EVRT Trustees (02.03.2021)</li> </ol> <p><b>Cllr Symes</b> agreed to review policies not being reviewed by <b>Cllr Moss</b> and report back at a future parish council meeting:</p> <p><b>Cllr Moss</b> agreed to review the following parish council policies and report back at a future parish council meeting:</p> <ol style="list-style-type: none"> <li>09) Press &amp; Media</li> <li>13) Website &amp; Electronic Communication</li> <li>15) Appointment of EVRT Trustees</li> </ol>
<p><b>104/21</b></p> <p><b>2021</b></p> <p><b>2022</b></p>	<p><b>Meeting dates for future parish council meetings:</b> All dates subject to late change (due to Covid 19 Pandemic).</p> <p>May 25<sup>th</sup> (Parish Discussion Meeting) * June 29<sup>th</sup> (Parish Discussion Meeting) * July 27<sup>th</sup> (Ordinary Meeting) August 31<sup>st</sup> (Ordinary Meeting) September 28<sup>th</sup> (Ordinary Meeting) October 26<sup>th</sup> (Ordinary Meeting) November 30<sup>th</sup> (Ordinary Meeting) December – no meeting</p> <p>January 4<sup>th</sup> (Ordinary Meeting) January 25<sup>th</sup> (Ordinary Meeting) February 22<sup>nd</sup> (Ordinary Meeting) March 29<sup>th</sup> (Ordinary Meeting) April 12<sup>th</sup> (Annual Meeting for the Parish of Effingham) April 26<sup>th</sup> (Ordinary Meeting) May 31<sup>st</sup> (Annual Meeting of Effingham Parish Council)</p>

\*. **Coronavirus emergency**

After 4 May 2021, some formal Parish Council Meetings may be replaced by informal Parish Discussion Meetings, held online via **Zoom** software. The public are welcome to attend these meetings online, to hear the discussion on planning applications and other local issues and give their views when appropriate. The login details will be given at the top of the meeting agenda. Formal in-person Parish Council meetings are expected to resume from 27 July 2021 at the KGV Hall, with all appropriate safety measures in place as required by government during the coronavirus emergency.

It was agreed that during the period that Ordinary Meetings were suspended, and Parish Discussion Meetings were taking their place, the Chairman, Vice Chairman & Parish Clerk would have delegated authority to make planning application responses and any other decisions that can be lawfully delegated.

105/21

**Parish Council Auditors, Contracts, Subscriptions and Memberships:**

**Auditors:**

External Auditor (allocated) - **PKF Littlejohn**  
Internal Auditor - **Mulberry & Company**

It was agreed to appoint **Mulberry & Company** as Internal Auditor for 2021/22.

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**Bank Accounts:**

Parish Council Current Account provider - **Unity Trust Bank**  
Parish Council Savings Account provider - **Unity Trust Bank**

other -

Parish Council pre-charged Debit Card provider - **Frees Family Finance Ltd**

It was agreed to retain Unity Trust as the parish council's provider of Current & Savings accounts, and Frees Family Finance as the parish council's pre-charge debit card provider.

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107/21	<p><b><u>Insurance:</u></b></p> <p>Parish Council provider – <b>Inspire Underwriting</b> (3 year agreement 2019-2022)</p> <hr/>
108/21	<p>Parish Council burial ground maintenance – <b>James Dobbe</b> (yearly contract – 01.04.21 to 31.03.22)</p> <p>Parish Council allotment maintenance – <b>James Dobbe</b> (yearly contract – 01.04.21 to 31.03.22)</p> <p>Parish Council ISP &amp; email provider - <b>HCI Data</b> (biennial contract – 11.11.20 to 10.11.22)</p> <p>Parish room phone/broadband provider - <b>Phone Coop</b></p> <p>Parish room photocopier contract – <b>BTS</b></p> <p>Courtyard security – <b>Cornwell</b></p> <p>Parish room fire equipment – <b>ADT</b></p> <p>Electricity provider to parish room – <b>BULB</b></p> <p>Clean/Waste water provider to parish room / allotments - <b>SES B.W</b></p> <p>Payroll services – <b>Surrey Community Action</b></p> <p>It was agreed to retain incumbent service contractors and suppliers of utilities as listed above. The clerk will continue to monitor contractor performance, and any contractor failing to provide the standard expected, will be reviewed by the Finance &amp; General Purposes Working Group.</p> <hr/>
109/21	<p><b><u>Subscriptions and Memberships:</u></b></p> <p>SALC - Surrey Association of Local Councils  NALC - National Association of Local Councils  SLCC - Society of Local Council Clerks  CPRE - Campaign to Protect Rural England  SPFA – Surrey Playing Fields Association  SHS – Surrey Hills Society  GEF – Guildford Environmental Forum  ICO – Information Commissioners Office</p> <p>It was agreed to continue with the subscriptions &amp; memberships listed above.</p>

<b>110/21</b> Councillor:	<b>Representatives appointed to liaise with outside organisations:</b>
Hackett	Surrey Association of Local Councils (SALC) (Voting representative)
Roscoe	Effingham Village Recreation Trust (EVRT)
Pindar	Smiths Charity
Moss	Surrey Police
Symes	Friends of Effingham Common
Symes	Cllr Symes has been appointed to the Guildford Borough Council Corporate Governance and Audit Committee. (2019-2023)
Pindar	Surrey Community Action
Hogger	Protection of Home Farm Estate
Symes	Open Spaces Society
All Cllr's	Howard of Effingham
Moss	Youth & Community initiatives
=====	
<b>111/21</b>	<b>Members appointed to advisory groups:</b>
	<b>Planning</b> – all councillors
	<b>Rights of Way</b> – Cllr Hackett
	<b>Risk Inspections -</b>
	1) Bus Stops and salt bins
	2) Shops area and village centre
	3) Burial Ground
	4) Allotments
	5) Parish room, office & WC
	Physical risk assessments are currently completed by the Clerk on a quarterly basis.
	6) Operational Risk - Compliance
	7) Operational Risk - Financial
	8) Operational Risk - Business continuity
	9) Operational Risk - Management of people, projects & events
	10) Strategic Risk

The question of when & who should complete Physical & Operational Risk Assessments will be considered at a future Finance & General Purposes Working Group meeting, recommendations will then be considered by councillors at an ordinary meeting of the parish council.

**Web Master IT support -**

Post suspended.

**Allotment Management -**

Currently - Liz Cooper, Elaine Elliot, Kate Mitchell & Philip Vallis.

**Allotment Maintenance**

Currently - Trevor Markham

112/21

**Financial Arrangements:**

It was agreed to continue to pay the following by **standing order**:

**Effingham Village Recreation Trust** – Capital Replacement, Facility Funding & Management Support Funding.

**James Dobbe** - Parish Council Burial Ground & Parish Council Allotment maintenance payments.

**HMRC** - Employee TAX & NI payments.

**The Surrey Pension Fund** - Employee pension payments.

**Clerk** - Employee salary payments.

**Advansys** – Parish Council Website, hosting and support.

It was agreed to continue to pay the following by **direct debit**:

113/21

**The Phone Co-op** - Parish Room broadband & phone payments

**SES Business Water** - Parish Room & Allotment water supply payments.

**Information Commissioners Office** - Data protection registration payments.

**Bulb Energy** – Parish Room electricity provider

**SES Water** – Water/waste water provision to parish room and water to allotments.

**Progress on projects in hand, and future plans:**

Effingham Common – adoption of Local Nature Reserve status.



<b>114/21</b>	<p><b>Working Groups and memberships:</b></p> <p>Finance and General Purposes (IS,AP,KC,CT,JS)  Councillor Co-option tbc  Planning Review (all councillors)  EVRT Trustee Appointment (IS,PM,AP,LH,CH,BR)  EPC/EHPC Boundary Liaison (IS,AP,LH)  Climate Change (JM Chair)  Transport (BR Chair)  Berkeley Homes/H of E research group (PM,CH,BR,VW,IS)</p>
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<b>115/21</b>	<p><b>MATTERS raised by Effingham organisations and residents:</b></p> <p>None.</p>
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## PLANNING APPLICATIONS

<b>116/21</b>	<p><b>The Planning Review Group report was received:</b></p> <p>Planning Applications received and considered, as of 20<sup>th</sup> May.</p>
<b>21/P/00534</b>	<p><b>35 Middle Farm Place</b>, Effingham, Leatherhead. KT24 5LA  Single storey rear extension, and part conversion of garage to habitable accommodation, including changes to fenestration, following demolition of existing conservatory.  Cllr <b>Muscat</b> did not take part in considering this application.  <b>No comment.</b></p>
<b>21/P/00719</b>	<p><b>Hooke Farm</b>, Effingham Common, Effingham, L/head. KT24 5JE  Proposed works to enclose barn.  <b>No comment.</b></p>
<b>21/P/00781</b>	<p><b>71 Norwood Road</b>, Effingham, Leatherhead. KT24 5NU  Single storey rear extension with raised terrace and new front porch.  <b>No comment.</b></p>
<b>21/P/00798</b>	<p><b>Lye Cottage</b>, Orchard Close, East Horsley, L/head. KT24 5EZ  Conversion of existing bungalow to house, including front porch, rear two storey extension, and roof enlargement to accommodate second storey extension, including front and rear gables, 3 roof lights and rear balcony, following demolition of existing single storey rear extension.  <b>Objection.</b> <span style="float: right;"><b>(appendix 3)</b></span></p>
<b>21/P/00809</b>	<p><b>7 Orchard Gardens</b>, Effingham, Leatherhead. KT24 5NR  Single storey rear infill extension following demolition of existing conservatory.  <b>Condition request.</b> <span style="float: right;"><b>(appendix 3)</b></span></p>

<b>117/21</b>	<b>Previous planning applications:</b> Notification of results are set out in <b><u>Appendix 1</u></b>
<b>118/21</b>	<b>Late received planning applications considered:</b>
<b>21/P/00808</b>	<b>The Old Vicarage</b> , Church Street, Effingham. KT24 5LX Single storey extension to existing ancillary garden building.
<b>21/P/00864</b>	<b>Meadow Plat</b> , Ranmore Common, Dorking. RH5 6SX Erection of a replacement garage building following demolition of existing large garage and stables.  <b>Cllr Cornwell &amp; Thorne</b> agreed to consider the above applications, and then distribute their recommendations to councillors. A decision would then be made by email exchange and then reported at the parish council's next meeting.
<b>119/21</b>	<b>Other Planning Matters:</b>  <u>Planning enforcement (01.04.2021):</u> Total number of open cases 14 (8 medium & 6 low priority cases)

## GENERAL PLANNING MATTERS

<b>120/21</b>	<b>Neighbourhood / Local Plans</b> No updates.
<b>121/21</b>	<b>Berkeley Homes /Howard Of Effingham Research Group.</b> (PM,CH,BR,VW,IS) The group reported that preparation work had now been completed in anticipation of a new “enabling” planning application from Berkeley Homes. The group also reported they were pleased with the quality of the legal advice received recently from Scott Stemp  It was agreed to write to Berkeley Homes Southern & Guildford Borough Council regarding the parish council's concerns that there might be nesting birds on the Effingham Lodge Farm construction site. (Skylarks)

## WORKING GROUPS

<b>122/21</b>	<b>EVRT Trustee Appointment / CIO Conversion Working Groups:</b> <b>(IS/PM/AP/LH/CH/BR) (LH/PM/BR)</b> It was agreed to send out Trustee Application paperwork to the 2 interested local residents. Councillors also agreed to the creation of a liaison group to meet with EVRT Trustees, and to take part in discussions regarding the charities transformation into a CIO.
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	It was agreed that the core councillors for the group would be Cllrs Hogger, Roscoe and Moss. Other councillors would be free to join meetings as appropriate. Cllr Hogger agreed to act as coordinator and will draft an email to EVRT setting out the purpose and terms of reference of the Council's EVRT Liaison Group.
<b>123/21</b>	<b>Finance &amp; General Purposes Working Group: (AP/KC/IS/JS/CT)</b> It was agreed that the Working Group would meet soon.
<b>124/21</b>	<b>Transport Group:</b> No new updates.
<b>125/21</b>	<b>Parish Council Website Working Group</b> No new updates.
<b>126/21</b>	<b>Climate Change Working Group</b> It was agreed that the Effingham Climate Change Group would provide a representative to attend the Taylor Wimpey Cycle Routes consultation on the 11 <sup>th</sup> of May. An update is hoped to be available for the next parish council meeting.

#### **COUNTRYSIDE ACCESS**

<b>127/21</b>	<b>Countryside Access matters:</b> Cllr <b>Hackett</b> reminded councillors that the annual walk of local paths was fast approaching.
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#### **SURREY COUNTY COUNCIL – COUNCILLOR ILES**

<b>128/21</b>	<b>Reports &amp; updates from SCC County Councillor Iles:</b> Cllr <b>Iles</b> updated the parish council on various matters before recommending a “project list” be created for the new authority year.
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#### **FINANCIAL MATTERS**

<b>129/21</b>	<b>Council payments:</b> Payments for the month of May 2021 were acknowledged
<b>130/21</b>	<b>Bank reconciliation:</b> Cllr <b>Thorne</b> confirmed that he had checked bank reconciliations and that they were up to date.
<b>131/21</b>	<b>Other Financial matters:</b> It was agreed to extend the current contract held by J.Dobbe (to maintain the parish council Burial Ground) to now include the parish council Allotments. (£200 per cut, 2 to 3 times a year)

	<p>It was agreed that the Finance &amp; General Purposes Working Group would undertake a review of Burial &amp; Allotment Fees at their next meeting.</p> <p>It was further agreed to take forward the following Ear Mark Reserve balances from year ended 31.03.2021, into the new financial year:</p>
<u>EMR –</u>	
320	Community Fund - £5,361
321	Elections - £2,420
323	Office Equipment - £1,078
332	Village Plan - £1,662
334	Spruce Up - £6,538 &
335	Legal Planning - £1,900

## COMMUNITY AND ENVIRONMENT

<b>132/21</b>	<p><b>Community Fund:</b> No new requests. Cllr <b>Pindar</b> passed thanks on from the Rev.Mandy McVean, for the Community Fund grant that provided turf and mulch for the village orchard project.</p>
<b>133/21</b>	<p><b>Concurrent Functions Grant Aid (CFGGA):</b> The clerk reminded councillors that it was now possible to commence the Shop Parade Noticeboard &amp; Info-board project. The clerk suggested that a research group be formed (with other local groups) to review the original product specifications, before placing an order.</p>
<b>134/21</b>	<p><b>Other Community Matters:</b> No updates.</p>

## COUNCIL ADMINISTRATIVE MATTERS

<b>135/21</b>	<p><b>Council Administration Matters:</b> No updates.</p>
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## REPORTS

<b>136/21</b>	<p><b>Reports received:</b></p> <p><b><u>Police and community issues</u> - Appendix 2 February 2021</b></p> <p><b><u>Allotments</u> - no updates</b></p> <p><b><u>Burial Ground</u> - no updates</b></p> <p><b><u>KGV Hall and Fields</u> - no updates</b></p>
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	<p><b><u>Home Farm West - Calvert and Chester Roads</u></b> - no updates</p> <p><b><u>Effingham Common</u></b> - no updates</p> <p><b><u>Parish Room</u></b> - no updates</p>
137/21	<p><b>Other Parish Matters:</b> No reports or updates.</p>

**CORRESPONDENCE**

138/21	<p><b>Correspondence received:</b> A letter of thanks had been received from Effingham Cricket Club for a Community Fund grant which enabled the purchase of replacement Sight Screens.</p>
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**NEXT AGENDA**

139/21	<p><b>New items of business for the Agenda of the next meeting:</b> None.</p>
	<p><b>Next meetings –</b></p> <p><b>May 25<sup>th</sup></b> 2021 (8.00pm) <u>Parish Discussion Meeting</u> (informal)  <b>June 29<sup>th</sup></b> 2021 (8.00pm) <u>Parish Discussion Meeting</u> (informal)  <b>July 27<sup>th</sup></b> 2021 (8.00pm) <u>Ordinary Meeting of the Parish Council</u></p>
	<p><b>Planning meetings -</b></p> <p><b>May 18<sup>th</sup></b> 2021 (7.30pm) Planning <u>Research</u> Group meeting.  <b>June 22<sup>nd</sup></b> 2021 (7.30pm) Planning <u>Research</u> Group meeting.  <b>July 20<sup>th</sup></b> 2021 (7.30pm) <u>Planning Review Group meeting</u>.</p>

**APPENDIX 1****Planning Results****117/21**

- 21/P/00193**    **9 Norwood Road**, Effingham, Leatherhead. KT24 5NT  
Application to add shower room in garage and retrospective application to convert garage to habitable accommodation.  
**APPROVED**
- 21/P/00231**    **7 Orchard Gardens**, Effingham, Leatherhead. KT24 5NR  
Certificate of Lawfulness to establish whether a single storey rear extension would be lawful.  
**WITHDRAWN**
- 21/P/00239**    **36 Leewood Way**, Effingham, Leatherhead. KT24 5JN  
Proposed rear ground floor extension, new rood enlargement including a gable end enlargement and rear dormer with a Juliet balcony and changes to fenestration following demolition of conservatory.  
**APPROVED**
- 21/P/00286**    **Walton House**, Parking space rear of, The Street, Eff. KT24 5LQ  
Variation of condition 6 of planning application 18/P/01634 approved 17/10/2018.  
**APPROVED**

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**APPENDIX 2****Feb 2021**

<b>Crime Figures</b>	<b>(x11)</b>	<b>136/21</b>
Browns Lane	Anti-social behaviour	
Champion Down	Violence & sexual offences	
Church Street	Vehicle crime	
Effingham Common Road	Criminal damage and arson	
KGV Playing Fields	Public order	
Links Way	Violence & sexual offences (x2)	
Links Way	Anti-social behaviour	
Mount Pleasant	Public order	
Orchard Gardens	Anti-social behaviour	
Strathcona Avenue	Other theft	

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## **APPENDIX 3**

### **098/21b**

**21/P/00428 Howard of Effingham School**, Lower Road, Effingham. KT24 5JR  
Reserved matters application pursuant to outline permission 14/P/02109 approved on the 21.03.2018, to consider appearance, landscaping, layout and scale in respect of the erection of 99 dwellings.

Effingham Parish Council have considered planning application 21/P/00428, and wish to make the following statement:

Reserved matters application pursuant to outline permission 14/P/02109 approved on 21/03/2018, to consider appearance, landscaping, layout and scale in respect of the erection of 99 dwellings. |

Outline planning permission for a replacement Howard of Effingham School and up to 295 residential dwellings on Effingham Lodge Farm and the existing Howard of Effingham sites at Lower Road and Browns Lane was allowed by the Secretary of State on appeal in March 2018. Of the 295 dwellings 99 were allowed by the Secretary of State on the existing school site.

Effingham Parish Council (EPC) is not seeking to reverse or overturn the Secretary of State's decision but as we now have the reserved matters application and can see in more detail what is proposed, we have serious concerns about the scale, size, layout and density of the proposed development.

Effingham is a rural village. As the Effingham Neighbourhood Plan (ENP) states, Effingham sits within a triangle formed by sites of special scientific interest of Bookham commons, Ranmore Common and Sheepleas. A substantial part of the parish sits within the Surrey Hills AONB. This setting and the open character of the landscape within the village play a critical role in sustaining protected nature sites and contributing to the beauty of the countryside.

Effingham has a number of recent housing developments, for instance Barnes Wallis Close, Middle Farm Place and Champion Down, all have the feel of space, a green environment and a rural appearance due to their design and layout matching the village context. It appears that the developer, Berkeley Homes, are proposing a massive over-development of this site. They are proposing 99 dwellings, which will make this the largest development in the village (after their own Lodge Farm residential development of 159 dwellings) and as it appears at the moment will be completely out of character with anything else in the village. It is putting an urban style development into a rural environment as the development does appear overly dense.

#### **1. Scale, size, layout and density of the proposed development (ENP-G5)**

The original proposal projected 99 dwellings over the entire width of the plot with an anticipated density of approximately 26.4 dwellings per hectare (as per the 2018

appeal decision document). EPC however has serious concerns about the scale, size and layout of the proposed dwellings and their proximity to each other. The design is densely packed and completely out of character with the village. The design and layout is more suited to an urban context with little consideration for its village setting. As per ENP-G5 it will harm the historic open setting of the village and cause material harm to the character and appearance of the Conservation Area.

## **2. Impact of the scheme on the setting of the KGV**

EPC has grave concerns about the close proximity of the housing on the southern side of the development to the KGV boundary and the Conservation Area. The proposed design shows housing very close to the boundary here and especially so on the south eastern end of the southern boundary. There needs to be more shielding here as some of the proposed dwellings will overlook the KGV and Conservation Area and the appearance will be out of character and unappealing.

## **3. Landscaping alongside the footpath along the south of the site**

In addition, there are footpaths to the east, west and south of the site.

These footpaths are the arterial routes for foot traffic within the village and to other locations and are vital to healthy and sustainable living. Shielding is needed to maintain the privacy of the new residents and to prevent conflict with residents and visitors making their lawful passage across the village.

The footpath to the east, FP75, will be directly on the border with the site and there needs to be shielding especially from the large building on the site at the north east corner. There should be appropriate shielding along the whole of the eastern side.

The footpath to the west, which is a permitted footpath will also have buildings all along the length of the footpath. This again needs shielding as the buildings, as proposed, are right up to the boundary especially in the north west and south west.

The footpath to the south of the development, FP 118, needs appropriate shielding from the development. This is a footpath in the Conservation Area and on the KGV and as above the proposed design does show housing very close to the boundary here and especially so on the south eastern end of the southern boundary.

In general, the borders of the development need improved shielding so as not to be out of character and unsightly. Footpaths are a highly valued asset to the village, providing access to leisurely walks through the surrounding countryside. Their role is not just functional, and the views and openness should be given greater protection from encroachment by the development. Policy G2 of the ENP asserts the importance of views and vistas in and around the village many of which are enjoyed from the network of footpaths in this area.

## **4. Proposed street scene along Lower Road**

Lower Road is a key entry point to the village, this area plays a vital role in conserving the essential landscape character and heritage. In particular ENP-G2 point 1 references the GBC Landscape Character Assessment and the requirement to conserve the open countryside in and around the village area and the key strategic



views and vistas – particularly from the network of footpaths. It also states the requirement to minimise the effect of new designs on the existing landscape character and in particular in maintaining attractive outlooks from within the built area.

EPC is especially concerned that the street scene will be inappropriate to one of the major entry roads into the village. As there are no ‘mock ups’ of the street scene in the design statements, it is difficult to imagine what the final development will look like and as this is such a big development in the village, we request the developer to provide these, as they have for the school.

What EPC will be looking for is a street scene that enhances the entrance to the village, is attractive and blends in with other buildings in Lower Road. We would also like to see a pavement from of the development so that there is a pavement the entire southern side of Lower Road.

There are also a number of heritage buildings in Lower Road and EPC would like to see housing styles and the layout and position of the housing that are in keeping with the road.

EPC is also expecting a safe and attractive entrance route into the site but without ‘mock ups’ it is hard to see what the developer is proposing.

## **5. The green spaces on the site**

In Guildford Borough’s ‘Settlement Hierarchy and Profiles (SHIER) Effingham is classified as a large village, UNSUITABLE for substantial growth but capable of accommodating a proportionate extension. This development as currently portrayed is not a ‘proportionate development,’ as it is substantially bigger than any other development in the village. There should be more green space and open areas with development broken down into smaller discrete settlement areas. As it currently stands it has the feel of an urban estate.

Diagram 2 of the Design and Access shows green space on the site, but this is insufficient for a site of 99 dwellings. Looking around the village it will be the largest development site (with the exception of the Lodge Farm site next to the school) and will be and look more overcrowded than anything else in Effingham, due to the lack of green space and cramped design. The under provision of green space within the development will be detrimental to the wellbeing of its residents.

## **6. ParkingENP-R1**

Page 1 of Design and Access Statement 4 gives a figure of 13 visitor parking places for the site. This is 1 visitor place for 7.6 dwellings. EPC feels this is not sufficient for a development of 99 dwellings. With the number of new homes given planning permission in Lower Road and the new 2000 pupil school this development must be self-sufficient for parking.

Although the parking provision accords with ENP R1 for parking places for residents EPC considers feel that there is insufficient visitor parking.

**7.8. Missing Floor Plans** EPC notes that there are missing floor plans for plots 19 & 20.

**Possible bedrooms not classified as bedrooms** EPC requests GBC to thoroughly check whether the developer is including rooms that could be used as bedrooms meaning the loss of small homes and under-provision of parking. EPC is concerned that the studies on plots 17 and 18 and dressing rooms on plots 1,2,3,4 and 5 could be used as bedrooms and this is in conflict with ENP- H2 which states: “New residential development should be designed to limit the opportunity for the future extension of small homes to ensure the retention of sufficient stock of two-bedroom dwellings.” Incorporating bedroom sized dressing rooms is in violation of the intent of this policy and will inevitably lead to an erosion of two-bedroom housing stock.

In addition EPC also brings attention to Plots 26 / 27 = first floor Living Room (not needed as dining room and family room on GF) Plot 29 = (small) dressing room Plot 30 = GF study and small dressing room Plot 31 = GF TV Room (as well as Family area and Living Room) Plot 44 / 45 = study Plot 47 / 48 / 49 / 50 = study Plot 51 = study (but weird design) Plot 79 = extra GF living room Plot 81 / 82 / 83 / 84 = extra FF living room Plot 96 / 97 / 98 / 99 = 2F dressing room.

### **Condition pets, especially cats and dogs**

EPC asks GBC to talk to the developer about restricting pets, especially dogs and cats, moving easily from the development on to the KGV fields and woods. The KGV is used extensively by residents and dogs coming out from the development having free access could be a possible safety issue. We are also aware of the KGV biodiversity initiative encouraging birds and small rodents, and that this initiative could be impacted by pets, especially cats.

### **Summary**

In summary it is the assessment of EPC that this design constitutes over development of the site due to overdesign of individual plots, increasing the average footprint of individual plots which is having an adverse impact on green space. In our view, the design needs to be revisited to reduce average footprint of dwellings, comply with the housing mix required in the ENP-H2 and meet the requirement to conserve the landscape, heritage, character and design of the village as explicitly stated in ENP-G2.

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**21/P/00548 Sorrel**, Lower Farm Road, Effingham, Leatherhead. KT24 5JL  
Single storey rear extension

Effingham Parish Council OBJECT to planning application 21/P/00548: The original footprint when built was 144mt sqm, and is currently 213 sqm which is 48% more development, with this application it takes the total sqm to 232 sqm which the parish council considers an over development of the site. (increase of 61% from original footprint)

## **116/21**

**21/P/00798 Lye Cottage, Orchard Close, East Horsley, L/head. KT24 5EZ**

Effingham Parish Council **OBJECT** to planning application 21/P/00798:

This is an over-development of the existing building. With the additional storey it would be a large increase over and above the living area of the original bungalow. Orchard Close is made up largely of bungalows. A two-storey house (ground and first floor) will tend to over-look neighbouring properties both in Orchard Close itself and in Heathway which is behind. These will cause privacy issues with regard to the new storey and to the balcony at first floor level. The proposed development will overlook neighbouring properties most of which are bungalows.

There are also potential light pollution issues with the proposed dormer windows in the roof which will increase lighting in a dark skies area that is near to Effingham Common. The dormer windows need to be fitted with blinds to prevent light pollution in accordance with the Effingham Neighbourhood Plan policy, ENP-ENV4 Dark Skies.

**21/P/00809 7 Orchard Gardens, Effingham, Leatherhead. KT24 5NR**

Please add a **condition** to any planning permission in accordance with the Effingham Neighbourhood Plan policy, ENP-ENV4 Dark Skies, that the lantern lights should be fitted with blinds to reduce any light pollution.

## **APPENDIX 4**

## **Payments**

**129/21**

### **Standing Orders & Direct Debits Currently In Force**

(approved May 4<sup>th</sup> 2021 112/21)

<b><u>DATE</u></b>	<b><u>To</u></b>	<b><u>Description</u></b>	<b><u>£</u></b>	<b><u>Authority</u></b>
		<b>STANDING ORDERS</b>		
01.07.2021	EVRT	Capital replacement (quarterly)	0750.00	4 year agreement commencing 01.04.2019 The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3)
01.07.2021	EVRT	Facilities funding (quarterly)	7750.00	4 year agreement commencing 01.04.2019 The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3)
01.07.2021	EVRT	Management Support Funding	5500.00	The Local Government (Miscellaneous Provisions) Act 1976 section 19 (1) (3) Expires 01.07.2023
25.04.2021	advansys	Website hosting and support (monthly)	0078.00	LGA 1972 s.111
29.06.2021	HMRC	Clerk TAX/NI (Quarterly)	xxxxxx	LGA 1972 s.112

20.04.2021	The Surrey Pension Fund	Clerk / Employer Pension Payments (Monthly)	xxxxxx	LGA 1972 s.112
25.04.2021	Jon Short	Clerk Salary (Monthly)	xxxxxx	LGA 1972 s.112
		<b>DIRECT DEBITS</b>		
28.04.2021	The Phone Co-op	Parish room broadband & phone	00xx.xx	LGA 1972 s.111
23.04.2021	SES Business Water	PR Water - supply	0001.00	LGA 1972 s.133 <i>Payments to be taken on 22<sup>nd</sup> of the month</i>
23.04.2021	SES Business Water	Allotment Water - supply	0002.00	Small Holdings & Allotment Act 1908, ss.23, 25 & 42 <i>Payments to be taken 22<sup>nd</sup> of the month</i>
07.12.2021	Information Commissioners Office	Data protection registration	0035.00	LGA 1972 s.111 <i>Payments to be taken annually on the 8th December</i>
23.04.2021	Bulb	PR Electricity	0010.00	LGA 1972 s.133 <i>Payments 23<sup>rd</sup> of month</i>

### **Previously agreed payments:**

	<b>To</b>	<b>Description</b>	<b>£</b>	<b>Authority / Notes</b>
01.04.2021	Came & Company	PC Insurance	0971.16	LGA 1972 s.111
01.04.2021	GBC		0096.31	LGA 1972 s.111
07.04.2021	J.A.Dobbe	Burial Ground Mnce	0215.00	Open Spaces Act 1906, ss9 & 10
13.04.2021	No.5 Chambers	Legal advice BH/Hof E	0720.00	LGA 1972 s.111
13.04.2021	Tim Hobbs	Repair to shop parade bollard	0060.00	Highways Act 1980, s.96

### **Purchases using pre-charged debit-card:**

<u>Date</u>	<u>To</u>	<u>Description</u>	<u>£</u>	<u>Balance</u>	<u>Authority</u>
		Balance brought forward as at 29th March 2021		<b>0216.50</b>	
30.03.21	Zoom	Video conferencing	0014.39	0202.11	LGA 1972 s.111
06.04.21	EB	Training	038.93	0163.18	LGA 1972 s.111
15.04.21	Microsoft	Office 365	0005.99	0157.19	LGA 1972 s.111
26.04.21	Amazon	Printer cartridges	0065.99	0091.20	LGA 1972 s.111
30.04.21	Zoom	Video Conferencing	0014.39	0076.81	LGA 1972 s.111
		<b>Balance at 30.04.2021</b>	<b>0076.81</b>		

## **Monies received:**

<u>Date</u>	<u>From</u>	<u>Description</u>	<u>£</u>	<u>Authority</u>
12.04.2021	GBC	Precept	60,885.00	
12.04.2021	GBC	LCTSS	00,780.50	
			<b>61,665.50</b>	

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## **Appendix 5**

## **098/21a**

### Clerk statement:

Clerk statement on minute 066a/21 from the Parish Council meeting of 30.03.2021. (decision to suspend standing order 12e from Draft Minutes section)

*At March's parish council meeting there was resolution to suspend Standing Order 12 (E) which covers the retention of pc meeting recordings, which is a permissible activity for the purpose of drafting minutes. As clerk & proper officer for the pc, I need to record that I don't consider the decision to retain and freely distribute meeting recordings was a safe one. I have already emailed councillors with the reasons for this, but a few key ones are:*

- 1. Doing so does not align with GDPR requirements – i.e. what is the lawful reason to retain recordings, has a Data Protection Impact Assessment been carried out etc?*
- 2. Other policies have not been updated to reflect the change*
- 3. Parish council staff employment rights have not been considered*
- 4. Legal advice received does not recommend retaining recordings and suggest the pitfalls of doing so.*